

75-128042

100-1116

MEMORANDUM FOR: Deputy Director of Central Intelligence
VIA : Deputy Director for Administration
SUBJECT : Strengthening the Coordination Process

1. Attached responds to your charge on Wednesday.
2. At the risk of being tiresome, we three felt that, in part at least, you and we were talking past each other. The attached will tighten document control; it is a minimum and logical step. But the real question is how the Community and Agency roles mesh -- and how all relevant pieces are addressed, both as to planning and packaging. We suspect that you will, in fact, need more help than an expanded document controlling Secretariat, so we opted for more.

[REDACTED]
Chairman
Coordination Task Force

Attachment:
As Stated

STATINTL

STATINTL

Distribution:

Orig - Addressee via DDA

1 - DDA

1 - [REDACTED])

1 - [REDACTED] (O/COMPT)

1 - [REDACTED]

1 - [REDACTED] no

STATINTL

OIG: [REDACTED]:jw/4470 (8 May 1978)

DRAFT

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for Operations
Deputy Director for Science & Technology
Deputy Director for Resource Management
Deputy Director for Collection Tasking
Deputy Director for National Foreign Assessment
Comptroller
General Counsel
Inspector General
Legislative Counsel
Director of Public Affairs
Director, Equal Employment Opportunity

FROM : Stansfield Turner
Director of Central Intelligence

SUBJECT : Strengthening the Coordination Process

1. In my Report on the Intelligence Community. . .January 1978, I stated that, in addition to managing the day-to-day activities of the Agency, the DDCI will act as my deputy in my capacity as head of the Community and intelligence advisor to the President. On 17 March 1978, I signed a Delegation of Authority to the DDCI, conveying all authorities vested in me as Director of Central Intelligence and as head of the Central Intelligence Agency. At the 4 April Staff Meeting, I asked that all paper bearing on policy, operations, or administration (as opposed to substantive intelligence) be forwarded through the DDCI.

2. To ensure that my intent is carried out, it is necessary to ensure clean lines of communication exist, are understood and used. Simply stated, the line of communication between you and me is through the DDCI. I believe ambiguity exists with regard

to coordination and record control of papers. Key to ensuring that the DDCI and I are properly and currently informed and consulted is the role of the Executive Secretariat.

3. The Executive Secretariat is the channel for document flow to the DDCI and myself. Exceptions involving items handcarried directly to me or the DDCI should be held to the absolute minimum required by special sensitivity or truly tight time constraints. Documents in the latter category will be put in the system at the earliest opportunity. The fact of existence of a particularly sensitive document will be reflected by a document number in the index, without reflection of the sensitive content. It is the responsibility of the author of such paper to ensure that a reference is included in the system. The DDCI and I will, ourselves, reinforce the discipline of the system by putting documents received outside of the system, back into it, usually without taking action until the proper coordination has occurred.

4. The Executive Secretary will ensure that all affected parties have the opportunity to participate in the development of recommendations to the DDCI and myself. He will assign action responsibilities and follow-through to make sure that deadlines assigned are met. The coordination process will include identification of dissenting views, whether incorporated in the basic document or in correlative and accompanying correspondence. It will also include appropriate indication of all those components which have participated in the process on any given document.

5. The Executive Secretary will ensure appropriate coordination among the six deputies for all SCC agenda items. This group of documents requires particular attention.

6. The Executive Secretary will take whatever procedural and reorganization measures are necessary to improve the responsiveness of the system, of which the Executive Registry is an integral part.

7. To broaden the scope of professional experience in the Secretariat and to enhance the breadth of Agency and Community expertise affecting the coordination process, I have authorized a small increase in staff for the Secretariat. My intent, in this addition, is not only to assist the DDCI in his Agency management role but also to improve the qualitative level of the coordination process between the Community and the Agency deputies.

8. Finally, our collective mission will only be as successful as the quality of our cooperative effort. I am confident that each one of you will help to make the system work for us.

STANSFIELD TURNER

UNCLASSIFIED INTERNAL
NOT ONLY CONFIDENTIAL SECRET

Approved For Release 2001-09-01 : CIA-RDP81-00142R000300020011-8

SUBJECT: (Optional)

Strengthening the Coordination Process

DD/A Registry
78-1280/2

FROM:

Chairman, Coordination Task Force
6E19 Hqtrs. Bldg.EXTENSION
4470

NO.

DATE

8 MAY 1978

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DDA
7D18 Hqtrs. Bldg.

8 MAY 1978

103 DD/A Registry

File 0411-1

For what it is worth, I agree with Chuck's observation in the first sentence of the second paragraph. I left that meeting with the feeling that there was something to discuss that never got surfaced. /s/Jack Blake

"To 3

"Frank,

"For what it is worth, I agree with Chuck's observation in the first sentence of the second paragraph. I left that meeting with the feeling that there was something to discuss that never got surfaced. /s/Jack Blake"

DDA:JFBlake:kmg (8 May 78)

Distribution:

Orig RS - DDCI w/Orig of Att(by hand)

X - DDA Subj w/cy of Att

1 - DDA Chrono

1 - JFB Chrono

Att: Memo dtd 8 May to DDCI via DDA fr Chmn,
CTF, subJ: (DDA 78-1280/2) Strengthening the Coordination Process

14.

15.

STATINTL

8 MAY 1978

TRANSMITTAL SLIP		DATE
Approved For Release 2001/09/01 : CIA-RDP81-O-0142R000300020011-8		
TO:		
Mr. Blake		<i>5/2</i>
ROOM NO.	BUILDING	
7D18	Hqtrs.	<i>5/2 MAY 1978</i>
REMARKS:		
<p><u>Jack:</u> Reaction appreciate to both the draft letter for DCI signature and my draft transmittal to the DCI.</p> <p><u>Block</u></p>		
FROM:		
		, OIG
ROOM NO.	BUILDING	EXTENSION
6E18	Hqtrs.	4470

Approved For Release 2001/09/01 : CIA-RDP81-O-0142R000300020011-8

DRAFT

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STATINTL

[REDACTED]
Chairman
Coordination Task Force

5-12-78

MEMORANDUM FOR: Deputies [and independent office heads?]
SUBJECT : Strengthening the Coordination Process

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I stated that, in addition to managing the day-to-day activities of the Agency, the DDCI will act as my deputy in my capacity as head of the Community and intelligence advisor to the President. On 17 March 1978, I signed a Delegation of Authority to the DDCI, conveying all authorities vested in me as Director of Central Intelligence and as head of the Central Intelligence Agency. At the 4 April Staff Meeting, I asked that all paper bearing on policy, operations, or administration (as opposed to substantive intelligence) be forwarded through the DDCI.

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8. Finally, our collective mission will only be as successful as the quality of our ~~cooperating~~^{cooperative} effort. I am confident that each one of you will ^{help} work to make the system work for us, ~~not impede our~~ progress.

STANSFIELD TURNER